



Neighborhood and Community Engagement Commission

Agenda Item: 2 A,B,C

Advisory Information

Title: **Bylaw Amendment and Vice Chair Vacancy**

☒ Action ☐ Discussion ☐ Informational

Date: September 23, 2013

Prepared By: Howard Blin, Community Engagement Manager

Attachments: NCEC Bylaws – sec. 13 Governance

Requested Action

The Commission is requested to take two actions:

- 1) Discuss an amendment to Section 13 of the bylaws to provide for succession of officers when an officer position becomes vacant.
- 2) Elect a new Vice Chair.

Background

At the August 27th meeting Kenya McKnight was elected as Vice-Chair of the Commission. Commissioner McKnight has since determined that she will not be able to serve in that position. The Commission Bylaws do not clearly direct a succession in cases where an officer position becomes vacant. The Commission should, therefore, elect a new Vice-Chair.

Discussion

The Bylaws describe the duties of the Second Vice-Chair as follows:

2nd Vice-Chair.

In the absence of the Chair and Vice-Chair, the 2nd Vice-Chair assumes the responsibilities of the Chair.

The 2nd Vice-Chair assumes the responsibilities of the Secretary in the Secretary's absence.

Although the Bylaws call for the 2nd Vice-Chair to assume the responsibilities of the Vice-Chair in the absence of the Vice-Chair, situations where the Vice-Chair, or other position, are permanently vacant are not addressed. At the September 4th meeting of the Executive Committee it was determined that an amendment to the bylaws should be presented to the

Commission which addresses Executive Committee vacancies. Commission Secretary Jeff Strand will distribute a proposed amendment prior to the meeting.

An amendment to the Bylaws requires discussion by the Commission at the meeting prior to the meeting at which they are considered for adoption:

16.3 Amendment

Proposed amendments to the Bylaws must be submitted to the Secretary, to be included on NCEC agenda, and to be sent to Commissioners with regular meeting announcements and meeting materials. The proposed amendments must be discussed at the monthly NCEC meeting prior to the monthly NCEC meeting at which the proposed amendments may be considered for adoption.

The Bylaws may be amended at any time, provided that any proposed change to the Bylaws may not be acted on until the regularly scheduled monthly NCEC meeting that follows the month in which the proposed Bylaw change is presented, in writing, to the commission. Amendments to these Bylaws shall be adopted by an affirmative vote of two-thirds majority of the seated membership of the NCEC.

The proposed amendment should, therefore, be discussed at the September 24th meeting before consideration at the October 22nd meeting.